

Minutes of the Human Resources Committee

Tuesday, January 21, 2014

Chair Paulson called the meeting to order at 1 p.m.

Present: Supervisors Duane Paulson, Mike Crowley, Kathleen Cummings (arrived at 1:06 p.m.), Pauline Jaske, Jennifer Grant. **Absent:** Dan Draeger.

Also Present: Chief of Staff Mark Mader, Clinical Services Manager Joan Sternweis, Accounting Services Manager Cynthia Lilley, County Clerk Kathleen Novack, Business Services Administrator Donn Hoffmann, County Board Candidate Michael Starich, Programs and Projects Analyst Windy Jicha, Senior Human Resources Analyst Renee Gage, Senior Financial Analyst Steve Trimborn, Deputy County Clerk Kelly Yaeger, Budget Management Specialist Bill Duckwitz, Senior Financial Budget Analyst Clara Daniels.

Approve Minutes of December 17, 2013

MOTION: Crowley moved, Grant second, to approve the minutes of December 17, 2013. Motion carried 4-0.

Chair's Executive Committee Report of January 20, 2014

Paulson highlighted the following items discussed at the last Executive Committee meeting.

- Results of the 2013 tax foreclosure process
- Determination of an appraised value for a tax foreclosed property in Menomonee Falls
- Approval of an ordinance and resolution

Cummings arrived at 1:06 p.m.

Schedule Next Meeting Date

- February 18, 2014

Announcements

Cummings said she is working on an amendment for Resolution 168-R-007.

Ordinance 168-O-083: Modify and Restructure the Health and Human Services Community Support Program Supervisory and Case Management Functions

Sternweis and Lilley were present to discuss this ordinance which affects the community support program as follows:



- Abolishes two regular part-time supervisory positions at a combined 1.50 full-time equivalent (FTE) and budgeted for \$154,100
- Creates 1.0 FTE regular full-time supervisory position at a total estimated cost with benefits of \$99,100 for ten months in 2014
- \$31,400 personnel costs incurred prior to retirement
- Results in 2014 savings of \$23,600



- Abolishes 0.75 FTE regular part-time senior mental health counselor
- Creates 1.0 FTE regular full-time senior mental health counselor
- The total cost for the full-time senior mental health counselor will be \$65,300 or an increase of \$13,950 in 2014



- Establishes a \$1.50 per hour salary adjustment for clinical therapist assigned to function as lead workers
- Estimated annual cost of the increase is \$3,150
- \$6,500 total net savings in 2014

Jaske asked should these changes have been made sooner to increase efficiencies? Sternweis said these personnel changes are reflective of programmatic and service structure changes in mental health programs and the mental health center and coincide with the retirement of two part-time supervisors. Historically personnel adjustments in this division were the result of changing state requirements and newly discovered cost-saving measures. Sternweis described how these changes would affect workload distribution. In response to Cummings' question, Sternweis said the health and human services department is always looking for better and leaner ways to conduct business.

MOTION: Jaske moved, Cummings second, to approve Ordinance 168-O-083. Motion carried 5-0.

Presentation on the Election System Upgrade Report

Hoffmann, Novack and Yaeger were present to discuss the report titled *Waukesha County Government, County Clerk Office, Election System Upgrade, Phase I: Budget and Conceptual Development/ Preliminary System Design* dated December 31, 2013. Novack said vendor Syslogic has been contracted to help the county develop system requirements for the request for proposal (RFP) process. The county does not want to eliminate potential vendors by setting up the wrong requirements. Hoffmann said the RFP will be released by the end of March 2014. Municipal clerks have been invited to help the county build system requirements and participate in the RFP evaluation committee. So far only Village of Mukwonago Clerk Steve Braatz has volunteered for this labor and time intensive project. Hoffmann said even though only two companies are state certified to provide election systems in Wisconsin, three companies responded to phase I inquiries. The RFP will stipulate that responders must be State of Wisconsin and federally certified. Novack said she anticipates more municipal involvement as the process continues. Paulson said municipal clerks have to be involved in the process. Novack indicated that the county has received election system-related information from 34 of the 37 municipal clerks.

In response to Cummings' question, Novack said election equipment must be certified. Wisconsin is one of a few states that require the state/federal double certification. Paulson said Waukesha County's past election problems were not due to faulty equipment. The county's equipment was standardized and certified.

In response to Jaske's question, Novack said the county is hopeful all municipalities will participate in the purchase of a new election system. To date only the City and Town of Oconomowoc and the

City of Delafield are concerned about the upgrade. Paulson said increased municipal participation will result in lower costs for participants.

Hoffmann explained the process companies typically follow when de-supporting soft and hardware. Last year the county's purchasing division sent out a request for information to the 13 manufacturers of election equipment in the United States. Three of the 13 responded. Many manufacturers have never applied for Wisconsin certification for business reasons and because of the cost associated with securing certification which can range from \$350K to millions of dollars.

In response to Cummings' question, Hoffmann said technical requirements are being developed based on interviews with the municipal clerks. Cummings said the process needs to be all encompassing. Hoffmann said site visits to governmental bodies using the systems will be required in the RFP. Novack said the county is making sure to "cover all of the bases."

Paulson asked does Wisconsin certification mirror or exceed federal certification? Hoffmann said some requirements mirror each other.

Grant asked is the county buying equipment at the beginning or end of the current election technology? Novack said the only change she would foresee would be the method of electronic transmission of results. Results are currently transmitted via modem which is very safe. Transmission could be moved to the Internet which has a higher likelihood of being hacked.

In response to Paulson's question, Hoffmann said the minimum life expectancy of an election system is dependent on advances in manufacturing and state and federal requirements and is generally ten years. The county is looking for a "rock solid, unpenetratable and unhackable system" that can be used by all voters across the county. Municipal clerks have said voters prefer paper ballots over touch screens.

Hoffmann said the new system is expected to be implemented in the county clerk's office and two to three municipalities this year. The balance of installations will be completed by April 2015.

MOTION: Jaske moved, Cummings second, to adjourn the meeting at 1:47 p.m. Motion carried 6-0.

Respectfully submitted,

Pauline T. Jaske
Secretary